

SUBJECT: FIPS 201 product/service approval process integration with acquisition strategy

Background: Homeland Security Presidential Directive (HSPD) 12: Policy for a Common Identification Standard for Federal Employees and Contractors establishes the requirement for a mandatory Government-wide standard for secure and reliable forms of identification issued by the Federal Government to its employees and contractors (including contractor employees) in order to enhance security, increase Government efficiency, reduce identity fraud, and protect personal privacy.

OMB guidance requires agencies to acquire only Federally approved products and services for implementation of HSPD-12. The Federal Government has established derived test requirements for demonstrating conformance with NIST Standards. In addition, the General Services Administration, as the executive agent for acquisition of HSPD-12 products and services, has established interoperability and performance metrics to further determine product suitability. Providers whose products and services are deemed to be conformant with NIST standards and the GSA interoperability and performance criteria will be eligible to participate in this program.

Applicability: This guidance applies to all vendors that submit or intend to submit a proposal to sell products/services on the FIPS 201 Blanket Purchase Agreement (BPA) under Information Technology (IT) Schedule 70, Special Item Number (SIN) 132-60. Products/Services evaluated for placement on the BPA are only those that can be mapped to requirements defined by FIPS 201 (or related publications), and additional GSA imposed interoperability requirements. Vendors already holding GSA Schedule 70 Contracts who would like their products/services included under SIN 132-60 will have to modify their contract through the normal process. Any other PIV system products/services whose functionality is not defined by or limited by FIPS-201 or related publications may be procured through normal acquisition channels.

Acquisition process overview: The steps that a Vendor must undertake in order to gain product/service placement on the FIPS 201 Product/Service BPA are as follows:

- 1) Determine applicable Product/Service category
- 2) Submit application for award on Federal Supply Schedule, if applicable
- 3) Complete & submit evaluation package to GSA Evaluation Lab
- 4) Assemble & submit FIPS 201 Product/Service BPA required documentation

Each of the detailed steps are described and referenced.

1) *Determine applicable Product/Service Category*

Vendors should review the list of Products/Services that are bound by FIPS 201, (and related publications), and additional interoperability requirements, to determine if their product/service is described by at least one category. If the product/service is not defined by any category, then agencies may procure the product/service through normal acquisition channels. If the product/service is defined by multiple categories, then the product/service must comply with all applicable category approval procedures. (Reference URL will be added when available)

2) *Submit application for award on Federal Supply Schedule.*

In order to qualify products/services for award on the FIPS-201 BPA, the vendor first must be on Federal Supply Schedule 70 (Information Technology products/services) SIN 132-60. While this can be done at any time throughout the process, it *must* be completed in order for a vendor to be awarded on the FIPS 201 Product/Service BPA, therefore it is recommended that vendors initiate their request for inclusion on the Schedule at the beginning of the process.

Steps for getting on GSA's Federal Supply Schedule can be found at <http://www.gsa.gov>.

3) *Complete & submit evaluation package to GSA Evaluation Lab-*

Vendors must have each product/service they intend to sell on the FIPS 201 Product/Service BPA evaluated by a Government-approved Evaluation Lab prior to submitting an application for award through the FIPS 201 BPA. Those products/services that successfully pass the required evaluation will receive documentation of results for submission as part of the FIPS 201 BPA application package. All evaluations will be conducted confidentially (Evaluation Lab data results will not be made public). Products/Services that have not successfully completed required assessment and received approval will not be placed on the PIV Approved Products/Services list.

4) *Assemble & submit FIPS 201 Product/Service BPA required documentation*

Vendors should prepare and submit an application for product/service approval to the GSA Authentication Services Program office. The application must include all of all required documents. Incomplete packages will not be evaluated. The following constitutes a complete application package:

- **Services:**
 1. Application letter
 2. Description of Service offered
 3. Detailed narrative of past performance/experience
 4. Documentation of results from Evaluation Lab
- **Products:**
 1. Application letter
 2. Description of Product offering
 3. Evaluation Lab report summary from authorized testing facility

Compliance Analysis: Upon completion of Evaluation Lab assessment, the Lab facility director will add Products/services that meet requirements defined by applicable approval procedure, to the approved products list. The Authentication Services Program Office will be notified of the test results, review the application package for completeness, and upon this determination will process the request for the products/services to be included in the FIPS 201 BPA. If the package is incomplete, it will be returned to the vendor for completion and re-submission.